

SECTION 11.65 GRIEVANCE DECISION WORKSHEET

Last Review: 6/11

For Use in Preparing Grievance Decisions

1. What is the problem?
2. What section of the collective bargaining agreement or rules was allegedly violated?
3. What facts are important?

Date, time, and place the problem occurred.

List the facts of incidents leading to the grievance.

Get the name and classification of the aggrieved employee and the names of other employees who may be involved, were present, or who have knowledge of the situation.

4. What caused the grievance?
5. What other considerations are involved?
6. What are the possible solutions to this grievance?
7. What solution is the employee expecting (requesting)?
8. What precedent has been set in previous grievance settlements? (Check with your supervisor or personnel officer.)
9. What has been the agency's past practice on this topic or issue? What are the consequences of deviating from that practice? What effect could your decision have on the rest of your agency? On other agencies?